



Montana Department of Agriculture
Pesticide Recertification Credit Request Form
Agricultural Sciences Division
302 North Roberts, PO Box 200201
Helena, Montana 59620-0201
Office#: 406-444-3732
Fax#: 406-444-7336

2013

**Instructions for completing Pesticide Recertification Credit Request Form-
Commercial/Governmental/Noncommercial/Public Utility Applicators**

The Montana Department of Agriculture (MDA), Training & Assessment Program requires sponsors to submit a Pesticide Recertification Credit Request Form to seek approval for training courses that offer pesticide related continuing education units (CEUs) for the benefit of **commercial/governmental/noncommercial/public utility applicators** only. Requests for training programs providing CEUs and benefiting **private applicators** should be directed to the appropriate county Extension office or contact Cecil Tharp, MSU Pesticide Education Specialist (406-994-5067); (ctharp@montana.edu) for more information.

Sponsors submitting requests to MDA for approval of training courses must do so at least 30 days prior to the start date of the program. A sponsor may submit a request for approval of educational credits through the following methods:

- 1) Complete the document, *Pesticide Recertification Credit Request Form*, and submit as an email attachment to the Training & Development Specialist named below.
- 2) Complete the document, *Pesticide Recertification Credit Request Form*, and mail through the US Postal Service to the Training & Development Specialist named below.
- 3) Submit an on-line request form through the Montana State e-Pass system. The e-Pass link may be found at the MDA web page: <http://agr.mt.gov/agr/Programs/Pesticides/ApplicatorTraining>. To utilize the e-Pass system, a sponsor must have established a Sponsor ID. A sponsor may contact the Training & Development Specialist named below to establish a Sponsor ID or retrieve a previously established ID number.

A sponsor must submit the following attachments to the credit request form to qualify for recertification credits:

a detailed agenda; 2-3 sentences describing each presentation; the name and affiliation of each presenter; a brief biographical sketch of each speaker

Requests submitted without the required attachments will cause delay in processing.

Programs submitted for approval must meet the Montana Department of Agriculture Standards for Pesticide Training. A complete list of the MDA Standards is available on-line at <http://agr.mt.gov/agr/Programs/Pesticides/ApplicatorTraining>

Please note that courses are applied credit on an hourly schedule, whereby one hour of instruction equates to one credit. MDA requires at least 2 credit hours per course to assign credits to a program.

Thank you for your cooperation. If you have any questions or need assistance, please contact [Jolene Warnke-Roszel](mailto:jwarnke-roszel@mt.gov), Training & Development Specialist at 406-444-3732 or jwarnke-roszel@mt.gov or MDA's Technical Services Bureau at 406-444-5400.